

SUBSEQUENT RENEWALS:

POLICY: ITA 0622-2

SUBJECT: Eligible Training Provider List- Renewal Application and Continuing Eligibility Requirements

Retaining quality providers and ensuring provider stability is in the Delaware Workforce Development Board's (DWDB) best interest. To ensure Delawareans have access to training, which will give them a competitive edge in the labor market, it is essential the DWDB review provider performance to ensure only the best are renewed. This may result in longtime providers and/or select programs being removed from the list. Programs are removed from the list for two years. Providers may reapply on the two-year anniversary of the removal of a specific program.

Training providers, who currently have programs listed on the ETPL and want to have their programs remain on the ETPL, must follow the procedures for continuing eligibility determination as follows and in the timeframe and manner determined by the state:

1. Submit a separate completed Renewal Application for each program which must include:
 1. updated provider information;
 2. updated information on each program pertaining to alignment of training with in-demand occupations which must include a cost information for the program (tuition, registration fee, books, supplies, testing/exam fees, graduation fees, other); and
 3. updated program data
2. Attend the provider forum.
3. Submit all student performance data as referenced in WIOA sections 116 and 122 in a timely and accurate manner. This includes:
 1. employment 2nd & 4th Quarter after exit,
 2. median earnings,
 3. credential attainment,
 4. total number of participants enrolled in the program.
 5. total number of participants completing the program.
 6. total number of participants exiting the program.
4. Meet the previous year's performance objectives.
5. Offer training programs which support demand occupations.
6. Submit an updated contact and email list with the renewal application.
7. Description of how the provider will ensure access to training services throughout the State, including rural areas and through the use of technology.
8. Address ETP's ability to offer industry-recognized certificates and credentials.
9. Information on recognized post-secondary credentials received by program participants.
10. Describe quality of the program of training services including a program that leads to a recognized postsecondary credential.
11. Description of ETP's ability to provide trainings that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities.

12. Submit all state licensure requirements of training providers, and licensing status of providers of training services, if applicable.
13. A true and correct copy of the most recent audited financial statements or a signed and filed tax return.

When a provider submits its renewal application the DWDB staff will check the performance measures. Training Providers will be required to submit student level performance data on ALL participants in listed programs each year for inclusion on ETPL. This information will be submitted through the DJL website and on the renewal documents. Required performance indicators are employment 2nd and 4th quarter after exit, median earnings, and credential attainment. Programs cannot be approved until data submission has been accepted and passed necessary validation of completion. The DWDB staff will flag any performance measure failure of a subsequent program renewal application for removal from the provider list. The Proposal Review and Certification Committee will remove the program from the list.

DWDB staff will recommend to the Proposal Review and Certification Committee approval/non-approval for providers and specific programs. It is important to note, successful programs which are no longer training high demand occupations are subject to non-renewal.

The Proposal Review and Certification Committee may only renew programs that achieve performance measures but is free to accept or reject all other staff's recommendation(s) in whole or in part. The committee is free to accept all programs, some programs, or none of the programs.

When the committee approves a subsequent renewal, the DWDB will notify the provider and they can submit their changes into Delaware Job Link.

The DWDB executive director will notify, in writing, non-approved providers and/or programs of the committee's decision. As a minimum the letter will:

1. Be sent to providers via email within 15 working days of the committee's decision; and
2. Clearly inform providers of their opportunity to appeal.

In establishing eligibility criteria, Delaware will take into consideration information reported to State agencies on Federal and State training programs other than programs within WIOA title I, subtitle B.